

# CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Removing a Pending Application</b>	<b>Number: 650-66</b>
<b>Effective Date: March 18, 2019 rev</b>	

## PURPOSE:

To provide instructions on how to remove a pending EMT application from the Central Registry. If an application that has been initiated in the Central Registry is not completed, the status will show as pending until it is completed or removed/withdrawn. A few reasons an application may need to be removed are: data entry error, duplication or an abandoned application.

## REGULATION GUIDANCE:

According to Chapter 10, Section 100344, a certifying entity is required to enter certification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements.

If an application is **denied**, the process should be finished and a denial documented in the Central Registry. This procedure is referenced below.

## REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 How to Reinstate an EMT
- Procedure 650-52 Documenting LEMSA Denial of an Initial Application

## PROCEDURE TO REMOVE:

1. Open the **Applicant > Edit** module (a) of the Central Registry, enter the social security number (b) and click Search

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Removing a Pending Application**

**Number: 650-66**

**Effective Date: March 18, 2019 rev**

- When the search is complete, the pending EMT application will show. Click on the underlined EMT to open the record.

The screenshot shows the 'Applicant' search interface. On the left is a sidebar with options: Applicant (- Create, Edit), Licensee (- Edit), Reminders, Reports, User Security, and Batch Control. The main area has tabs for 'Person' and 'Facility', with 'Search', 'Search All Related', and 'Clear' buttons. Below is a 'Search Results' table with columns: Name / License Type, SSN/FEIN, Applicant Number, Obtained By, Subtype, Application Date, Hold/Alert, and Application Status. The first row shows 'Mouse, Mickey Fauntleroy' with 'EMT' underlined. A red arrow points to this underlined text. The 'Application Status' for this row is 'Pending'.

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
Mouse, Mickey Fauntleroy							
<u>EMT</u>	215339999	167051	Initial Certification Application		04/16/2015		Pending

- Four tabs will appear; click on the Remove tab

This screenshot shows the same 'Search Results' table as the previous one. At the bottom of the table, four tabs are visible: 'Check Fields', 'Deny', 'Delete', and 'Remove'. A red arrow points to the 'Remove' tab. The row for 'Mouse, Mickey Fauntleroy' with 'EMT' is highlighted in yellow, and its status is 'Pending'.

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
Mouse, Mickey Fauntleroy							
EMT	215339999	167051	Initial Certification Application		04/16/2015		Pending

Check Fields Deny Delete Remove

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Removing a Pending Application**

**Number: 650-66**

**Effective Date: March 18, 2019 rev**

## 4. Choose the Removal Reason (a)

MyLicense<sup>®</sup> Office

Applicant > removeApplication.bcrumb

Summary

Name	Address	License Type	License Number	License Status
Mickey Fauntleroy Mouse	1313 Disneyland Drive Anaheim CA 92802	EMT	N/A	Pending

Confirm Application Removal

Removal Reason: **Data Entry Error**

Remove Cancel

Administrative Error  
Application Abandoned  
Application Denied  
Checklist Deleted  
Data Entry Error  
Disciplinary Action  
Downgraded  
Expired  
Expired License Renewal  
From Other License  
Lapsed  
License Issuance  
License Renewal  
License Transferred  
License Withdrawn  
Licensee Request  
Military Service  
Non-Disciplinary Action  
Operation of Law  
Reinstatement  
SLMS  
Superseded  
Temporary Suspension Order  
Terms Completed or Resolved  
zConversion

## 5. Click Remove

Confirm Application Removal

Removal Reason: **Data Entry Error**

Remove Cancel

## 6. You will see a message that the Application was removed successfully. Click on OK.

Applicant > removeApplication.bcrumb

Summary

Name	Address	License Type	License Number	License Status
Mickey Fauntleroy Mouse	1313 Disneyland Drive Anaheim CA 92802	EMT	N/A	Pending

Messages

Application Removed Successfully

OK

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Removing a Pending Application**

**Number: 650-66**

**Effective Date: March 18, 2019 rev**

You have completed the application removal and will be returned to the Search Results screen in Applicant Edit. This removal does not delete the application from the Central Registry. The history will be retained.

- If the applicant did apply, the process was started with your agency and in the Registry but was abandoned by the applicant for various reasons; you will want to leave this record unarchived. It will show in the Public Look Up (verification site) as an application started/withdrawn by the EMT. Other certifying entities can now see that the EMT applied elsewhere and they may wish to inquire further.
- **Applications may only be archived if they were done in error.** An error might be a duplicate certification on one EMT or a data entry error. You would then proceed to archive the removed application so that it does not appear when this EMT is searched in the Public Look Up.

## PROCEDURE TO ARCHIVE:

1. Open the Licensee > Edit module (a), enter the applicant's name (b) and click on search.

The screenshot shows the 'Licensee' edit interface. The left sidebar has a menu with 'Applicant', 'Create', 'Edit', 'Licensee', 'Reminders', 'Reports', 'User Security', and 'Batch Control'. The 'Licensee' option is highlighted with a red arrow labeled 'a'. The main form has tabs for 'Person' and 'Facility'. Under 'Person', there are fields for 'Profession' (set to 'Certifying Entity'), 'License Type' (set to 'EMT'), 'License Number', 'License Status' (set to '<All Status>'), 'First Name', 'Middle Name', 'Last Name' (containing 'Mouse'), 'Address Line1', 'Address Line2', 'City', 'State', 'Zip Code', 'SSN', and 'Address Type' (set to 'General'). A red arrow labeled 'b' points to the 'Last Name' field. At the bottom of the form, there is a 'Search' button circled in red.

2. You will see that the Applicant is in the system showing a withdrawn status. Click on the archive tab at the bottom.

The screenshot shows the 'Search Results' table. The table has columns: 'Name / License Type', 'Address', 'Subtype', 'License Number', 'Hold/Alert', and 'License Status'. The first row shows 'Mouse, Mickey Faunteroy' with 'EMT' as the license type and 'Withdrawn' as the license status. The 'Withdrawn' status is circled in red. At the bottom of the table, there is an 'Archive' button highlighted with a red arrow.

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Mouse, Mickey Faunteroy EMT	CA 92801 1313 Disneyland Drive Anaheim CA 92802 1313 Disneyland Drive Anaheim CA 92802				Withdrawn

## CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Removing a Pending Application</b>	<b>Number: 650-66</b>
<b>Effective Date: March 18, 2019 rev</b>	

- Now click on Confirm. The withdrawn application will be archived in the system history and will not show when the EMT is searched in the Public Look Up.

The screenshot shows a 'Summary' table and an 'Archive License' dialog box. The 'Summary' table has columns: Name, Address, License Type, License Number, and License Status. The data row shows: Mickey Fauntleroy Mouse, 1313 Disneyland Drive Anaheim CA 92802, EMT, N/A, and Withdrawn. The 'Archive License' dialog box has an 'Archive Date' field with the value 09/04/2015 and two buttons: 'Confirm' (circled in red) and 'Cancel'.

Name	Address	License Type	License Number	License Status
Mickey Fauntleroy Mouse	1313 Disneyland Drive Anaheim CA 92802	EMT	N/A	Withdrawn

Archive License

Archive Date: 09/04/2015

Confirm Cancel

The process of removing and archiving a pending application is now complete.

### TO SEARCH ARCHIVED RECORDS:

If you wish to discover whether an EMT application was archived, you can search in **License Edit**. Click on License - Person Advanced (a), check the Archive Only box (b) and enter the Name or SSN or Applicant # and click Search.

The screenshot shows the 'Licensee' form with tabs for 'Person' and 'Facility'. The 'Person' tab is active. The form contains various fields for personal and license information. Red arrows point to 'Licensee - Person Advanced' (a) and the 'Archive Only' checkbox (b). The 'Search' button is circled in red.

Licensee

Person Facility Information Help

Profession: Certifying Entity License Type: EMT License Number: [ ]

License Status: <All Status> First Name: [ ] Middle Name: [ ]

Last Name: [ ] Address Line1: [ ] Address Line2: [ ]

City: [ ] State: [ ] Zip Code: [ ]

SSN: [ ] Address Type: General Licensee Only: [x]

Licensee - Person Advanced

Date Of Birth: mm/dd/yyyy Archive Only: [x] Renewal Id: [ ]

Applicant Number: [ ] Old Address Search: [ ] County: [ ]

Include Alias: [ ] Soundex: [ ] Phone: [ ]

Search Clear